

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Eighth Town Council of Highland
Monday, March 20, 2017**

The regular study session of the Twenty-Eighth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal Building, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on **Monday, March 20, 2017** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Bernie Zemen, Dan Vassar, Mark A. Herak, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: John M. Bach, Public Works Director; Pete Hojnicky, Police Chief; Susan Murovic and Steve Mileusnich of the Advisory Board of Zoning Appeals; and Ed Dabrowski, IT Consultant (Contact) were also present.

Guests: Mr. Patrick Krull of the Highland School Board of Trustees was also present.

General Substance of Matters Discussed or Proposed

1. **Discuss petition for an easement vacation petition for a property at 38th Street.** The Town Clerk-Treasurer and the Town Council discussed a petition filed under the provisions of 36-7-3-12 seeking the Town Council to grant a vacation of an easement located at 3722-38th Street, Highland.

The Town Clerk-Treasurer indicated that the statute governing this matter required a public hearing to be scheduled.

The Town Council discussed the request and pondered impacts of granting the vacation as sought. It was noted that the public hearing would take place at the Town Council plenary business meeting on Monday, March 27.

2. **Discuss request from the Metropolitan Police Department regarding the reallocation of supervisory ranks of Corporal and Sergeants.** The Police Chief discussed with the Town Council the request made by the Town Board of Metropolitan Police Commissioners to reduce the authorized number of Corporals and increase the authorized number of Sergeants.

March 10, 2017

Michael Griffin, Clerk-Treasurer
Town of Highland

Mr. Griffin,

At its Public Meeting of March 9, 2017, the members of the Highland Metropolitan Board of Police Commissioners, for logistical purposes based upon organizational needs and assigned individual responsibilities, elect to make the following changes to our authorized staffing positions contained with Ordinance No. 1641 (Compensation and Benefits Ordinance):

1. Eliminate two (2) Corporal positions- (from 10 to 8).
2. Increase two (2) Sergeant positions- (from 8 to 10).


Stephen Julczak, Chairman
Highland Metropolitan Board of
Police Commissioners

The Town Council, the Town Clerk-Treasurer and the Police Chief discussed the policy rationale for the requested change. The discussion revealed that among the authorized ranks, some are held as placeholders, and not budgeted, to reserve slots for those officers who hold the service rank but are detailed to other higher paying assignments such as commander, assistant chief or chief.

The Clerk-Treasurer noted the current status of the ranks and the proposed changes to the ranks being discussed.

Current rank regime:

Sergeants	
1 O'Donnell	
2 Balbo	
3 Stewart	
4 Anderson	
<i>Placeholder ranks</i>	
5 Hojnicky	
6 Vassar	
7 R. Potesta	
8 Banasiak	

Corporals	
1 L. Potesta	
2 E Swisher	
3 Tomondi	
4 Garza	
5 Cox	
6 Norris	
7 Siple	
8 Santino	
9 not assigned	
<i>Placeholder rank</i>	
10 Georgeff	

Proposed rank regime:

Sergeants	
1 O'Donnell	
2 Balbo	
3 Stewart	
4 Anderson	
5 CID	
6 Patrol(VIPS)	
<i>Placeholder ranks</i>	
7 Hojnicky	
8 Vassar	
9 R. Potesta	
10 Banasiak	

Corporals	
1	L. Potesta
2	E Swisher
3	Tomondi
4	Garza
5	Cox
6	Norris
7	(CID)
8	(CID)

It was noted that the placeholder ranks are maintained for their reservation for the officers who are holding the higher assignments and are not budgeted. There was a discussion regarding the budgetary impact of adding a net two budgeted sergeant rank slots from the current authorization. The Clerk-Treasurer indicated that the net effect was presently there are eight (8) budgeted corporals and four (4) budgeted Sergeants. The requested change will render still eight (8) *budgeted* corporals but six (6) budgeted sergeants. This is the basis for measuring the budgetary difference, according to the Clerk-Treasurer.

Current			
4 Sergeants	\$ 68,969.42	\$ 1,000.06	\$279,877.91
8 Corporals	\$ 65,102.44	\$ 943.99	\$528,371.40
			<u>\$808,249.31</u>
Proposed			
6 Sergeants	\$ 68,969.42	\$ 1,000.06	\$419,816.86
8 Corporals	\$ 65,102.44	\$ 943.99	\$528,371.40
			<u>\$948,188.26</u>

The Police Chief reported that the cost difference is calculated as the difference between the annual pay of the sergeant's rank and the corporal's rank, for two persons, which he estimated at \$7,847.10. The Clerk-Treasurer's metric rendered a difference in cost annualized as the increase from two additional *budgeted* sergeants ranks and no change in *budgeted* corporals.

The Town Clerk-Treasurer indicated that there was only sufficient income to cover the correcting amendment to the group health budget accounts for the several departments of the Corporation General Fund. Therefore, funding for the proposed change and the existing raises would require resorting to the existing budget.

The Police Chief noted that Commander Georgeff would be retiring under the DROP. Further, while it was the hope that the authorization for the position of Deputy Commander would be maintained, it was not the intention of the department to fill it at the present time.

There were no additional comments and the matter would be added to the agenda for the plenary business meeting of March 27, 2017.

3. **Discuss with Public Works Director a proposed work are modification.** The Town Council discussed with the Public Works Director his request to contract for modifications at the existing Public Works facility to create an appropriate office area for the operations director. It was noted that the cost was approximately \$17,000. The Public Works Director noted that there was increased discussion of seeking a site to the public works facility could be relocated.

The Public Works Director inquired whether there were any objections from the Town Council. There were no objections expressed.

4. **Downtown Parking Lot at the Southwest corner of Highway and Kennedy Avenues.** Councilor Zemen and the Public Works Director discussed the prospects for a project improving the downtown parking lot. The Public Works Director indicated that he would need to locate a funding source, which may involve seeking an additional appropriation but that the Public Works Director intended that the project be scheduled.

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, March 20, 2017**, was adjourned at 7:39 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer